

## Proposal Completion Checklist

Please include all the following information (as denoted by the check list) in the proposal.

***Income survey information may also be submitted (not required) to ensure the methodology and design is appropriate for the proposed project.***

With the exception of the income survey information, **only** the requested information will be reviewed by CDBG staff. If supplemental information is submitted, please follow the organization outline in the Application Checklist.

***Please place the information in the proposal in the following order so that the CDBG Staff can review the information efficiently.***

- |  |   |
|--|---|
| <input type="checkbox"/> Cover Sheet   | <input type="checkbox"/> <b>IS THIS THE VERY FIRST PAGE OF THE PROPOSAL</b>   |
|  | <input type="checkbox"/> All blanks completed   |
|  | <input type="checkbox"/> Line 7 is at least 10% of line 10  |
| <input type="checkbox"/> Application Narrative   | <input type="checkbox"/> Project Description page   |
|  | <input type="checkbox"/> Project Need page  |
|  | <input type="checkbox"/> Financial Impact page  |
|  | <input type="checkbox"/> Local Effort page  |
| <input type="checkbox"/> Proposed Budget Page  | <input type="checkbox"/> All sections completed   |
|  | <input type="checkbox"/> All numbers add up   |
| <input type="checkbox"/> National Objective Form   | <input type="checkbox"/> Appropriate national objective indicated   |
|  | <input type="checkbox"/> Answered all questions related to the selected national objective, as listed on pages 3-4 of the application package             |
|  | <input type="checkbox"/> Slum/Blight Project page included, as appropriate  |
| <input type="checkbox"/> Beneficiaries Page  | <input type="checkbox"/> Do the numbers add up?   |
|  | <input type="checkbox"/> If applicable, do numbers correspond to survey results?  |
|  | <input type="checkbox"/> The CFF request divided by the total number of beneficiaries does not exceed \$5,000 (\$10,000 for housing and daycare projects) |
|  | <input type="checkbox"/> If survey not yet complete/certified, provide status   |
| <input type="checkbox"/> Readiness Status category   | <input type="checkbox"/> Status information provided for each   |
| <input type="checkbox"/> Citizens Participation  | <input type="checkbox"/> Copy of publisher's affidavit  |
|  | <input type="checkbox"/> Was ad at least 10 days prior?   |
|  | <input type="checkbox"/> Attach <b><u>verbatim</u></b> minutes of public hearing  |
|  | <input type="checkbox"/> Attach list of attendees   |
| <input type="checkbox"/> CHIEF ELECTED OFFICIAL'S SIGNATURE AT THE BOTTOM OF THE CITIZENS PARTICIPATION PAGE |   |